

U.S. MISSION, PAKISTAN - EMBASSY ISLAMABAD

VACANCY ANNOUNCEMENT NUMBER: 12-164

OPEN TO:	All Interested Candidates	OPENING DATE:	October 5, 2012
POSITION:	Cultural Affairs Specialist , FSN-11; FP-4*	CLOSING DATE:	October 18, 2012
POSITION NO:	N-71149		
WORK HOURS:	Full-time; 40 hours/week		
SALARY:	*Not-Ordinarily Resident: US\$61,759 p.a. (Starting salary) (Position Grade: FP-4 to be confirmed by Washington) *Ordinarily Resident: Rs. 2,710,924 p.a. (Starting salary) (Position Grade: FSN-11)		

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Islamabad is seeking an individual for the position of a Cultural Affairs Specialist in the Public Affairs Section (PAS).

BASIC FUNCTION OF POSITION:

Incumbent, as the senior LE Staff in the Cultural Affairs Office, advises the Cultural Affairs Officer (CAO) in conceiving, developing, and directing full range of cultural programming for Embassy Islamabad, and also provides assistance and guidance to the three Consulates in Karachi, Lahore, and Peshawar - all in support of Mission Pakistan's public diplomacy objectives. Incumbent provides expertise in cultural and educational issues to the Public Affairs Officer (PAO) and CAO. Incumbent develops and maintains the Mission's contacts with influential cultural and opinion leaders in the Pakistan Government, at the highest levels in academia, education, the arts in general and scholarly organizations, including those supporting American Studies and English language learning.

A copy of the complete position descriptions listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED:

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

1. **EDUCATION:** University degree (sixteen years of education) in social sciences, humanities, or the arts is required.
2. **EXPERIENCE:** Five years of progressively responsible experience in organizing and implementing programs for audiences such as lectures, art exhibitions, conferences, seminars, films, or cultural performances is required. A minimum of two years experience supervising professional-level staff in similar positions is also required.
3. **LANGUAGE:** Level IV (Fluent) Speaking/Reading/Writing English and Urdu are required. This may be tested.
4. **KNOWLEDGE:** Incumbent must have an in-depth knowledge of Pakistan's political, economic, cultural, social, and organizational structure, including target audiences and emerging trends, as well as key Pakistan institutions and personalities. Incumbent must have a good knowledge of U.S. foreign policy, especially toward Pakistan and South Asia. Familiarity with U.S. society, culture, and educational system is required. Incumbent must have sufficient intellectual ability to hold discussions with Pakistani and American cultural leaders.
5. **ABILITIES & SKILLS:** Incumbent should have the ability to conceptualize, develop, and implement outreach programs. Highly developed interpersonal skills to engage and sustain key contacts with target audiences, including decision-makers and opinion leaders, are required. Must be proficient in MS Office Suite, Internet searching, templates, and basic graphics. The ability to write complex reports and proposals in English with minimal supervision and editing is required. Excellent oral presentation and public speaking skills are required.

SELECTION PROCESS:

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their completed [DS-174](#) (Application for Employment as LE Staff) by e-mail submission only at PakJobs@state.gov. Vacancy Announcement Number (e.g. 12-164) must be mentioned in the subject line of the email.

Incomplete applications or submissions received after the closing date will not be considered. Please do not attach any documents with DS-174 form at this stage, you will be advised when your documents are required. Only those candidates meeting all the requirements will be contacted for a test/interview. To review all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: October 18, 2012

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.